

**CITY OF COLUMBUS
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES ANY PROVISIONS OF COLUMBUS CITY CODES CHAPTER 329
(PLEASE LIMIT YOUR RESPONSE TO THIS SHEET)

1. Reasons for waiving City Code bid procedure:

- ☐ emergency breakdown causing unplanned need
- ☐ item to be purchased is of a perishable nature
- ☒ need to extend an existing contract
- ☐ there is not enough time to obtain formal bids to satisfy need
- ☐ non-price error on either the bidder's or the City's part in the bid proposal
- ☐ a new law or regulation requires immediate compliance
- ☐ other _____

2. Detailed explanation of reason (must be completed by division):

Ordinance No. 1362-2006 passed by City Council July 26, 2006, authorized the original contract with Harris Design Services for professional architectural, engineering, and LEED Certification services associated with the design of a new Fire Station No. 35. Harris Design Services completed the design of the project under the original contract; however, the project was placed on hold in 2008 due to pending capital funding requests. Due to the project hold status, the original contract/purchase order was cancelled. This cancellation was processed through the normal course of business as it relates to outstanding purchase orders for prior year activity and the uncertain nature of future capital funding appropriations. This ordinance therefore seeks authority to enter into contract with Harris Design Services for continued professional services on the Fire Station No. 35 project, as the project has been reactivated and the drawings and technical specifications need to be updated to reflect current requirements. It is practical and cost effective to contract with Harris Design Services for the coordination and continuity of the project as well as the fact that prices established in the original contract were used to determine the cost of this modification.

3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations
- ☐ negotiations

4. Informal bids received and prices for each:

Prices established in the original contract were used to determine the cost of this contract.

5. If lowest bid was not accepted, explain criteria for award:

ORDINANCE #:	2622-2016
APPROVED BY:	<i>Authorized Approval on Corresponding Legislative File</i>
DATE:	10/12/16
